



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Project Coordinator/Evaluator-Family Tree Project

LOCATION: Red Cliff Community Health Center

WAGE: \$13.00/hour, 40 hours/week, Plus Benefits

SUPERVISOR: Project Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The Project Coordinator/Lead Evaluator will coordinate Red Cliff Tree project service and activities, including training, communication and information dissemination. This position will also ensure all data and evaluation requirements are met and evaluation results are reported timely and accurately to project staff and CSAT. Other duties will include initial intake assessments and referrals, scheduling follow-up with other staff, and care coordination.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement schedule of reports to comply with all grant reporting requirements of the Grant.
2. Attend trainings on grant management, financial trainings, GPRA and SAMSHA grant requirements and reporting systems.
3. Assess service delivery gaps, population, services, follow up and aftercare services to enhance and expand system referral to services for adolescent, youth and adults
4. Develop collaboration agreements with Red Cliff Tribal and Bayfield County Veteran's services
5. Work with program staff to ensure appropriate data collection tools are developed
6. Maintain databases and evaluation records for post activities/programs
7. Develop training materials, plan and conduct training for project staff, medical teams, school staff and tribal programs.
8. Recruit members, provide orientation and training, and direct the activities of the Volunteers' Monitoring and Evaluation Task Force.
9. Provide input and support for periodic and annual reports
10. Present a professional, caring image for the Center and its programs.
11. Maintain a cooperative relationship with other staff and co

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12. Workers
13. Demonstrate tact, courtesy, and respect in communication and interaction with
14. Center community members, visitors, and staff and with outside agencies and programs
15. Promote a working environment noted for effective cooperation and
16. collaboration between programs, services, and co-workers
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Superior organizational and interpersonal skills with ability to work independently.
2. An educative approach to answering questions and informing other of policies, procedures and decisions.
3. Strong computer skills (Word, Excel and Powerpoint) with ability to use spreadsheet and graphic programs to produce bar graphs and charts.

QUALIFICATIONS:

1. Associates Degree in Human Services or other related field preferred.
2. Candidates must have competency in program evaluation and basic research methodology.
3. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees.
4. Candidates must have strong computer skills.

PERSONAL CONTACTS: Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Tribal staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of

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successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: November 1, 2018

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.

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2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.